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STATE PROCUREMENT OFFICE
NOTICE OF AND REQUEST FOR EXEMPTION
FROM CHAPTER 103D, HRS

STATE PROCUREMENT OFFICE
STATE OF HAWAII

1. TO: Chief Procurement Officer
2. FROM: State Procurement Office, for All Executive Dept/Agencies

Department/Division/Agency

Pursuant to §103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

3. Description of goods, services or construction:

Out-of-state air and hotel accommodations, and intra-state hotel accommodations. Does not include hotels at which the conference is being held.

4. Name of Vendor: various

Address:

5. Price:

\$1.5 m

6.

Term of Contract: From: 6/1/2011

To: 6/30/2012
5/31/2012 *WR*

7. Prior Exemption Ref. No.

10-072-D

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

There is no advantage to the State to consolidate the executive branch's requirements for out-of-state air and hotel accommodations and intra-state hotel into a competitive sealed bid or proposal. The current market conditions are volatile and rates fluctuate continuously that reservations can be made through various sources such as internet, direct with the airlines or hotel, on-line travel agencies, and traditional travel agencies who can offer competitive rates on an as need basis.

See attached for continuation.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:

SPO issued Travel Procedures, through Procurement Circular 2007-03, amendments 1-3. Agencies are required to complete the travel worksheets, which requires employees to obtain minimum quotes from different source as directed on the worksheet. Vendor is selected based on the most economical rates, unless otherwise justified.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:

Reference each department's procurement delegation authority and internal records.

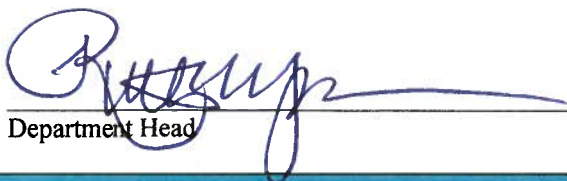
REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

12. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:		
Name	Position	Involvement in Process
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
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		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration

13. Direct inquiries to:	Department: SPO Contact Name: Bonnie Kahakui Phone Number: 587-4702 Fax Number: 586-0570
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Agency shall ensure adherence to applicable administrative and statutory requirements

14. *I certify that the information provided above is, to the best of my knowledge, true and correct.*


 Department Head

5/16/2011
 Date

Reserved for SPO Use Only	
15. Date Notice Posted	<u>5/17/11</u>
The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to: <p align="center"> Chief Procurement Officer State Procurement Office P.O. Box 119 Honolulu, Hawaii 96810-0119 </p>	
Chief Procurement Officer's comments: Departments shall complete the applicable SPO Travel worksheets in accordance with Procurement Circular No. 2007-03 on Intra-State and Out-of-State TRAVEL PROCEDURES. Internal controls and requirements, and approvals are the responsibility of the department and traveler.	

16.

☒ **APPROVED**
☐ **DISAPPROVED**
☐ **NO ACTION REQUIRED**

 6/30/2011
 Chief Procurement Officer Date

8. Continuation:

Agencies can take advantage of any air and/or hotel specials that may be available if the rate is the most economical. SPO staff did a comparative study showing that hotel and air rates obtained with an on-line booking tool were often more economical and more efficient as reservations are confirmed immediately. Staff can also easily compare rates on-line simultaneously thereby assuring themselves of obtaining the most economical rates available. Travelers will be able to also take advantage of the *WSCA Nationwide Lodging and Nationwide Vehicle Rental* cooperative purchasing contract when available.